

POSITION DESCRIPTION

1. Agency PDCN 80371000

2. Reason for Submission Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces 1 Supply Technician, GS-2005-06, 70062000 in FAC 41A100 at ANG Flying Wings		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by

☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Supply Technician	GS	2005	07	RMP	27 Feb 01

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - ANG Wing	c. Third Subdivision - Logistics Group d. Fourth Subdivision - Supply Squadron e. Fifth Subdivision - Management Systems Flight
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

Typed Name and Title of Official Taking Action

ROGER M. PARRISH

Personnel Management Specialist

Signature

Date

//Signed//

27 Feb 01

22. Standards Used in Classifying/Grading Position
 USOPM PCS for Supply Clerical and Technician Series, GS-2005, May 92.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HR-CA CRA 01-1004 dated 27 Feb 01

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in the Air National Guard, Base Supply, Management Systems Flight. The primary purpose of this position is to manage, regulate, coordinate and exercise control over a wide variety of supply stock requirements. The incumbent is the base expert in matters relating to provisioning, stock control, management of excess requirements determination, and requisitioning. The incumbent assists in the preparation of the General Support Division (GSD) Operating Program and monitors the day-to-day execution of the unit stock fund operating program.

--Controls the overall requirements and requisitioning process by validating customer needs, considering budget factors, establishing procurement phases, and evaluating the impact of retention policy on storage and funding postures. Coordinates, on an ongoing basis, with all base customers including aircraft maintenance, civil engineering, motor vehicle, communications, airfield management, geographically separated units, and others in order to properly assess their needs and learn of upcoming changes that may require phased-in provisioning. Plans and coordinates materiel actions to support conversions and equipment modernization. Establishes requisitioning schedules that are synchronized with customer project schedules and stock fund operating plans. Monitors follow-up actions to ensure that the right item is in the right place at the right time. Evaluates excess stock and uses judgment in providing guidance on what should be retained, what should be given incentives for sale, or what must be identified for disposition.

--Assists the Stock Funds Manager with the preparation of the Automated General Support Operating Program (AGSOP), monthly Financial Management Board (FMB) analysis charts, and the analysis of trends directly related to the stock fund program. Resolves discrepancies for current and previous fiscal year financial transactions that affect the Accounting and Finance Office, Operating Location, and Standard Base Supply Systems.

--Reviews the need for adjusted stock levels where stock levels based on computed data do not adequately meet anticipated other special requirements. Negotiates with Major Command (MAJCOM), Air Force Logistics Command (AFLC) or other sources of supply when requests for adjusted stock levels require higher than base approval. Monitors the impact of readiness based levels on the Wing mission. Establishes program exception data when normal shipment procedures do not apply to special situations.

--Monitors the Mission Change Program by assuring that the standard reporting designator file is accurate and up to date. Is the point of contact in supply for Materiel Deficiency Reports requiring supply action. Coordinates with the AFLC System Manager, the (MAJCOM), Funds Manager and the Computer Support Base (CSB) to ensure the receipt and proper establishment of initial spares support level and mission change data for new or changed weapons systems or support equipment.

--Creates special requisitions for requirements not following normal back order procedures. Monitors back orders to all sources of supply including AFLC depots, Defense Logistics Agency, General Services Administration, other military services, and local purchase. Frequently performs follow up with the source of supply. Assists customers in developing and submitting assistance and difficulty correspondence to sources of supply.

--Serves as the supply local purchase liaison with the Contracting Office. Plays a central role in maintaining supply support during periods of off line activity.

--Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position

FL 1-4

550 pts

--Thorough knowledge of supply regulations, policies, procedures, and instructions applicable to the specific assignment.

--Knowledge to conduct extensive and exhaustive searches for required information for complex supply transactions.

--Knowledge to reconstruct records for supply transactions and provide supply operations support for activities involving specialized or unique supplies, equipment, and parts to supported organizations' missions.

--Knowledge of requisitions, supporting documents, and reference material to ensure supply support for production, overhaul, repair, or other operations requiring special handling.

--Ability to work well with customers and other offices on program requirements for urgent, critical shortage, and other special items.

--Ability to prepare requests for cataloging action and to prepare documentation to effect additions, deletions, and changes to items authorized.

Factor 2 – Supervisory Controls

FL 2-3

275 pts

--Supervisor makes very general assignments and assists the incumbent with unusual situations not having clear precedents. Normal assignments are performed with considerable independence due to the incumbent's recognition as the expert in assigned functions.

--Incumbent independently plans and carries out successive steps and handles a wide variety of difficult problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation.

--Completed work is evaluated only for technical soundness, appropriateness, and conformity to policy and requirements without detailed review of end results.

Factor 3 – Guidelines

FL 3-3

275 pts

--Employee uses judgment in interpreting and adapting guidelines by using policies, instructions, precedents, and work directions in applying guidelines to specific cases or problems.

--The employee analyzes the results of applicable guidelines and recommends changes.

Factor 4 – Complexity

FL 4-3

150 pts

--The work includes performing unusually complicated and difficult duties involving multiple aspects of supply processes and management of assets. Difficulties result from the need to analyze each process and determine the course of action required in each situation from the alternatives available. The methods and procedures used to resolve each issue are based largely on the employee's judgment, experience, precedent actions, and the priority of each assigned task. The work involves decision-making processes and their interrelationship with other supply processes managed by other personnel, related supply programs, and alternative approaches.

Factor 5- Scope and Effect

FL 5-3

150 pts

--Work includes a wide variety of technical supply problem situations independent from other's control. It involves extensive fact finding, review of information and coordinated efforts to resolve supply difficulties base wide.

--Decisions made could have a major impact on supply services provided and directly affect the adequacy of supply support and the ability of the various organizations to meet mission requirements.

Factor 6 – Personal Contacts andFactor 7 – Purpose of Contacts

MATRIX 2b

75 pts

--Contacts are with a wide variety of operating officials, representatives of commercial firms, inventory managers, and may include contact with contractors.

--Purpose of contacts is to plan, coordinate, or advise on work efforts to resolve operating problems, clarify discrepancies within serviced organizations, and resolve automated system problems causing fallacious transaction records.

Factor 8 – Physical Demands

FL 8-1

5 pts

--Work is primarily sedentary and accomplished in a comfortable sitting position. There may be some walking, standing, bending, and carrying of light objects. No special physical demands are present.

Factor 9 – Work Environment

FL 9-1

5 pts

--Work is typically indoors in an environment involving everyday risks that require normal safety precautions of an office setting. The area is adequately lighted, heated, and ventilated.

EVALUATION STATEMENT

A. Title, Series and Grade: Supply Technician, GS-2005-07

B. References: USOPM PCS for Supply Clerical and Technician Series, GS-2005, May 92.

C. Background: This description was developed as a replacement for the stock fund position. It is applied to only one position at each flying wing in FAC 41A100. This position has primary responsibility for managing, regulating, coordinating, and exercising control over supply stock requirements for the base and geographically separated units supported by the base.

D. Series, Title and Grade Determination:

1. Series: This position performs technical stock control supply work in the Systems Management Flight. It requires primarily knowledge of supply regulations, policies, procedures, and instructions applicable to the Stock Control function. This supply knowledge is paramount and therefore the position is assigned to the GS-2005 series.

2. Title: In accordance with the reference cited above (B), the proper title is Supply Technician.

3. Grade: The position is graded as indicated on the enclosed Factor Evaluation System (FES) Position Evaluation Summary. GS-07 is determined to be the appropriate grade for this position.

E. Conclusion: Based on the above evaluation, the position is classified as Supply Technician, GS-2005-07.

Classifier: Roger M. Parrish NGB Personnel Management Specialist Date: 27 Feb 01

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT
Supply Technician**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-4	550	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		1485	GRADE: GS-07

FINAL CLASSIFICATION: Supply Technician, GS-2005-07

Classifier: Roger M. Parrish NGB Personnel Management Specialist Date: 27 Feb 01